

# Retention and Classification Report

**Agency:** Legislature. Office of Legislative Research and General Counsel  
(591)  
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**Records Officer** Bryant Howe

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**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 25391

3

**TITLE:** Attorney research and drafting files

**DATES:** 1999-

**ARRANGEMENT:** Chronological by legislative year, thereunder by bill number.

**DESCRIPTION:**

These records are created by office attorneys when researching and drafting proposed legislation. Files may contain correspondence, working drafts, research notes, and other information subject to attorney-client privilege.

**RETENTION:**

Retain 35 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 35 years and then transfer to State Archives with authority to weed.

Optical disks: Retain in Office until administrative needs end and then destroy.

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 25391

**TITLE:** Attorney research and drafting files

(continued)

**APPRAISAL:**

Administrative Historical Legal

This disposition is based upon the value these records have in documenting Utah's legislative process.

**PRIMARY CLASSIFICATION:**

Protected      Records are protected under UCA 63G-2-305 Secs. 20(a)(b), 21, and 22.

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 7073

3

**TITLE:** Bill drafting and research files

**DATES:** 1980-

**ARRANGEMENT:** Chronological, thereunder numerical by bill number.

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These files contain bills submitted to the Legislature for consideration during each legislative session. Files may also include drafts of the bills, amendments, and research information.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives.

Microfiche master: For records beginning in 1980 through 1989. Retain in State Archives permanently.

Microfiche duplicate: For records beginning in 1980 through 1989. Retain in Office until administrative use ends and then destroy.

Microfiche duplicate: For records beginning in 1980 through 1989. Retain in State Archives permanently.

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 7073

**TITLE:** Bill drafting and research files

(continued)

Optical disks: For records beginning in 1990 and continuing to the present. Retain in Office until administrative use ends and then destroy.

**APPRAISAL:**

Administrative Historical Legal

These records document the development of all legislation during a given session and have enduring research value for both the Legislature and the general public.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 17929

3

**TITLE:** Digest of Legislation reports

**DATES:** 1949-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 11/07/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

These reports document the actions, functions and performance of the state legislature.

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 17929

**TITLE:** Digest of Legislation reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 7230

3

**TITLE:** Interim committee histories

**DATES:** 1967-

**ARRANGEMENT:** Chronological by year or session, thereunder alphabetical by committee

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains the legislative histories documenting the work undertaken by committees between the regular scheduled sessions of the legislature. This interim period currently stretches from April into January of the following year. During the period in which the Legislature met in general sessions every second year, the interim sessions covered the two-year period from the April following the general session to the January of the next session. The Legislature creates subject-specific committees often mirroring the regular session standing committees to discuss issues or conduct studies as background to the preparation of legislation proposed for future legislative general sessions. Interim committees, also known as study committees, are bipartisan and made up of members from both chambers of the Legislature.

The interim committee histories are not solely limited to these major committees. Subcommittees assigned to specific topics are generally kept as individual histories as are task forces and other subject-specific study committees created by the Legislature for the studying legislation. Common subjects for study that may be handled by a Task Force, subcommittee, or similar committee include specific taxes, recodifications of portions of the Utah Code, or major issues such as retirement programs, health and welfare programs, hazardous waste, or technology topics.

Documents contained in the interim committee histories include meeting agenda, minutes, and resource materials related to upcoming legislation. Not all proposed legislation is studied by interim committees prior to introduction in the Legislature nor do all interim studies result in proposed legislation.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives permanently.



**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 7230

**TITLE:** Interim committee histories

(continued)

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 01/2002

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until quality checked and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives.

Microfiche master: For records beginning in 1981 through 1989. Retain in State Archives permanently.

Microfiche duplicate: For records beginning in 1981 through 1989. Retain in Office until administrative use ends and then destroy.

Microfiche duplicate: For records beginning in 1981 through 1989. Retain in State Archives permanently.

Optical disks: For records beginning in 1990 and continuing to the present. Retain in Office until administrative use ends and then destroy.

**APPRAISAL:**

Administrative Historical Legal

These records document the work of legislative interim committees and have an enduring research value for the Legislature and the public.

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 7230

**TITLE:** Interim committee histories

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 26578

3

**TITLE:** Judicial confirmation judgeship application files

**DATES:** 2001-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological by date.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains cumulative applications for judgeship. The Judicial Nomination Commission sends recommended applications to the Governor's Office who then makes recommendations to the Senate Judicial Confirmation Committee. Judgeships are then confirmed or rejected by the Committee from the Governor's recommendations. Files accumulate unique applicant information at each stage of the nomination and confirmation process. They contain completed applications for judgeship, resumes, and additional information collected through the application and interview process.

**RETENTION:**

Retain 10 years after confirmation.

**DISPOSITION:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

**AUTHORIZED:** 08/22/2007

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after confirmation and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives.

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 26578

**TITLE:** Judicial confirmation judgeship application files

(continued)

**APPRAISAL:**

Administrative Historical Legal

These records have historical value to researchers as they document the process used to appoint Judges in the State of Utah. They also have a legal value as they are created and maintained in accordance with UCA 67-1-2 (2004)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302

**SECONDARY CLASSIFICATION(S):**

Exempt. UCA 67-1-2(4)

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 26790

3

**TITLE:** Legislative Drafting Manual

**DATES:** 1980-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 06/17/2008

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

Provides insight into the procedure over time for drafting legislation.

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 26790

**TITLE:** Legislative Drafting Manual

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 22117

3

**TITLE:** Legislative Interim Report

**DATES:** 1948-

**ARRANGEMENT:** Chronological by date of session.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 11/07/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently after microfilming.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Computer data files: For records beginning in 1994 and continuing to the present. Retain in Office permanently.

Microfiche master: Retain in State Archives permanently with

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 22117

**TITLE:** Legislative Interim Report

(continued)

authority to weed.

Microfiche duplicate: Retain in State Archives permanently with  
authority to weed.

**APPRAISAL:**

Historical Legal

These reports summarize the activities of the legislature between  
sessions and are an important resource for legislative intent and  
legislative history research.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 22122

3

**TITLE:** Legislative Manuals

**DATES:** 1979-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 11/07/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the historical and research value of these manuals to document the function and procedures of the Legislature.

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 22122

**TITLE:** Legislative Manuals

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 25393

3

**TITLE:** Legislative staff working papers

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by subject.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

**RETENTION:**

Retain 10 years after legislative study ends.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 33.

**AUTHORIZED:** 04/16/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after legislative study ends and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**APPRAISAL:**

Administrative Legal

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 25393

**TITLE:** Legislative staff working papers

(continued)

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305 Secs. 20 (a)(b), 21, and 22

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 23856

3

**TITLE:** Litigation files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by case name.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files contain information on lawsuits and investigations involving the Office of Legislative Research and General Counsel. Contents may include petitions, orders, motions, remedies, legal research and attorney work product.

**RETENTION:**

Retain 20 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 01/2002

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 17 years and then transfer to State Archives.

Audio cassettes: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 17 years and then transfer to State Archives with authority to weed.

Compact disc: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 17 years and then transfer to State Archives with authority to weed.

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 23856

**TITLE:** Litigation files

(continued)

**APPRAISAL:**

Legal

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305 (16), (17) and (18)

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 19177

3

**TITLE:** Personnel files

**DATES:** ca.1950-

**ARRANGEMENT:** alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Includes fiche from the 1950s (starting dates) to 1970s (ending or filming date). Files include employment applications and notices of personnel actions on employees.

**RETENTION:**

Retain 65 years after retirement or separation of employee.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

**AUTHORIZED:** 11/24/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after retirement or separation and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 19177

**TITLE:** Personnel files

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302 (1)(e) (2008)

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)



**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 2888

3

**TITLE:** Publications

**DATES:** 1947-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Retain permanent.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 2888

**TITLE:** Publications

(continued)

authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the historical and research value of these publications to document the function of the Office of the Legislative Research and General Counsel.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 24138

3

**TITLE:** Research reports

**DATES:** 1976-

**ARRANGEMENT:** Numerical by report number.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 03/13/2002

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

These reports document the functions and performance of the state legislature.

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 24138

**TITLE:** Research reports

(continued)

**PRIMARY CLASSIFICATION:**

Public